



**The Century Association**  
7 West 43 Street,  
N.Y. N.Y. 10036

#### **SOUS CHEF**

**Position Title:** Sous Chef

**Department:** Culinary

**Reports To:** Executive Chef

**Classification:** Full-Time / Exempt

#### **JOB SUMMARY**

The Sous Chef is responsible for supporting the Executive Chef in overseeing all kitchen operations, including staff supervision, food production, and inventory management. This role ensures the consistent delivery of high-quality cuisine while maintaining efficiency, organization, and compliance with all health and safety standards in an union environment. Through strong leadership, creativity, and operational excellence, the Sous Chef helps ensure an exceptional dining experience that meets and exceeds member expectations.

#### **ESSENTIAL FUNCTIONS**

The Sous Chef manages all food, dry goods, equipment, and kitchen inventory. This position requires a strong passion for managing cooking, a commitment to culinary excellence, and the ability to lead by example. The Sous Chef promotes cleanliness, organization, and discipline within the kitchen, setting professional standards for the entire union culinary team.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Open and/or close the kitchen on a daily basis as scheduled
- Receive and inspect deliveries from purveyors, ensuring quality and proper storage

- Execute daily directives from the Executive Chef and delegate tasks to kitchen staff efficiently and effectively
- Develop daily specials, soups, and salad offerings in collaboration with the Executive Chef
- Assign and oversee food preparation to ensure timely execution and adherence to standards
- Inspect each station prior to service to ensure proper quality, quantity, and readiness
- Expedite food during service, ensuring consistency in taste, presentation, and timing
- Place food and supply orders for upcoming service periods
- Plan and prepare for banquets and special events
- Ensure all food is handled, stored, and prepared at appropriate temperatures
- Maintain kitchen equipment and ensure it is in proper working order
- Uphold all local, state, and federal food safety and sanitation regulations

## **SKILL REQUIREMENTS**

- Expert knowledge of the cuisine and kitchen operations
- Advanced culinary skills, including flavor pairing and modern techniques
- Ability to develop original recipes and contemporary plate presentations
- Thorough knowledge of food safety, sanitation, and health regulations
- Strong leadership, training, and supervisory skills
- Excellent communication and interpersonal abilities
- Proven time management, organizational skills, and attention to detail
- Ability to maintain a positive, professional demeanor with staff and members
- Basic computer proficiency, including Excel, Word, and Outlook

## **MANAGEMENT RESPONSIBILITIES**

- Foster a positive and professional work environment
- Provide clear direction for daily kitchen operations
- Coach, mentor, and evaluate kitchen staff performance
- Ensure staffing levels and schedules align with operational and financial goals
- Promote sound financial decision-making with integrity and accountability
- Monitor food costs, equipment needs, and inventory controls
- Conduct regular kitchen meetings focused on performance, costs, and staff development
- Interact with members to gather feedback and address concerns
- Address and resolve guest and staff issues promptly and professionally
- Ensure disciplinary actions and documentation are completed in accordance with Club policies

Please send your resume with cover letter to: [chef@thecentury.org](mailto:chef@thecentury.org)